

ARMY NATIONAL GUARD TECHNICIAN ANNOUNCEMENT BARGAINING UNIT



**HUMAN RESOURCES
OFFICE**
Washington National
Guard
Building 33, Camp Murray
Tacoma, WA 98430-5130

Announcement number
09-258-ARNG

Opening Date
30 October 2009

Position Title, Series & Grade
Secretary
GS-0318-06

APPLICATIONS WILL BE ACCEPTED UNTIL 4:30 ON:
17 November 2009

PD Number:
70040000 / 80030000

SEE NOTE

Location of Position:

CFMO
Camp Murray
Tacoma, WA

Baseline physical

☐ Is required within 30 days of employment per OSHA regulation and NGB*

☒ Is not required

*This physical will be used to determine fitness and eligibility for continued employment

Salary Range:

\$36,469 to \$47,408

Website address:

http://mil.wa.gov/jobs/federal_job_ops.shtml

APPOINTMENT FACTORS

Area of Consideration

☒ **Area 1 – In-service Excepted:** All permanent Washington Army National Guard Excepted and Competitive bargaining unit civil service employees, and members with excepted technician re-employment rights to the Washington Army National Guard.

☐ **Area 2 – In-service Competitive:** All presently employed permanent competitive technicians, and members with competitive technician re-employment rights to the Washington Army National Guard.

☒ **Area 3 – In-state Excepted:** All participating members of the Washington Army and/or Air National Guard, including in-service technicians that are not covered by the bargaining unit, and indefinite employees.

☒ **Area 4 – Nationwide Excepted:** Anyone eligible for immediate enlistment and/or commissioning in the Washington Army and/or Air National Guard.

CURRENT BARGAINING UNIT STATUS

☒ **Bargaining Unit**

☐ Non-Bargaining Unit

Appointment Factors:

☐ Officer ☒ **Enlisted** ☐ Warrant Officer

☐ NDS (Competitive)

☐ Permanent ☐ Indefinite* ☒ **Temporary**

*This appointment is temporary, not to exceed 1 year or less, and is subject to termination at any time without use of adverse action or reduction-in-force procedures. A temporary appointment does not confer eligibility to be promoted or reassigned to other positions, or the ability to be noncompetitively converted to career-conditional appointment.

Military Assignment & Grade Requirements

MOS: 42A

Applicants need not be assigned to the position or possess the MOS to apply or be considered for selection. Selected applicant must be assigned to a compatible Military position and attain MOS within 1 year of appointment action.

Military Grade Available:

E-9 and below

Please note: Grade Inversion will not be permitted TPR 300 (302.7, change 8 para c)

Permanent Change of Station

- ☒ PCS expenses are not authorized ☐ PCS expenses are authorized
☐ PCS expenses may not be authorized, however a waiver may be considered if determination is made that payment of PCS expenses would be in the best interest of the Washington National Guard.

Minimum Requirements for Consideration

General Experience: Experience performing any combination of the following tasks: typing (letters, forms); general clerical (answering the telephone, receiving visitors, composing correspondence, filing, reviewing outgoing correspondence for grammar, format, etc.) stenographic (taking and transcribing shorthand).

Specialized Experience: Must have **9** months of specialized experience which demonstrates possession of knowledge, skills, and abilities (KSAs) and personal characteristics that are necessary to the successful performance in this position.

Other Requirements: Must have or be able to acquire a **Secret** security clearance. All Soldiers, civilian employees and contractor employees who drive Army-owned or leased vehicles must complete the Army Avoidance Course (AAC) training when they start working for the Army.

The following Selective Placement Factors (SPFs) will be considered in the evaluation process

Element I – Knowledge of the organization and function, sufficient to refer visitors, telephone calls, and mail.

Element II – Skill in operating a typewriter. Knowledge of grammar, spelling, punctuation, and required formats.

Element III – Skill in taking and transcribing dictation.

Element IV – Ability to keep supervisor's calendar, to make arrangements for conferences, and meetings.

Element V – Ability to keep supervisor's calendar, to arrange meetings and conferences, reserving conference rooms and notifying all participants; making travel arrangements, typing travel vouchers and reports.

Element VI – Knowledge of clerical practices and procedures sufficient to file material and obtain requested information from the file.

Element VII – Ability to establish a filing system, to classify, retrieve, and dispose of materials.

SUMMARY OF DUTIES

This position is located in an Army or Air National Guard organization or unit. Its purpose is to serve as the personal assistant and principal clerical and administrative support to one or more supervisors. Receives visitors and telephone calls. Exercises judgment in screening those which can be handled personally or be referred to other staff personnel or divisions. Keeps the supervisor's calendar. Schedules appointments, meetings and conferences without prior clearance based upon personal knowledge of supervisor's workload and current issues of importance. Prepares responses to requests for general information concerning the organization's functions from source material. Anticipates need for information and prepares material so that it is immediately available for supervisor's needs. Makes arrangements for conferences and meetings, including such matters as location, schedule, agenda and attendance list. Assembles background material. Reads incoming correspondence, publications, regulations, and directives which may affect the supervisor. Determines those that can be acted upon personally and drafts replies to general inquiries not requiring a technical knowledge of the program. Reviews outgoing correspondence for proper format, conformance with general policy and procedural instructions, grammar, accuracy and inclusion of necessary attachments. Returns such communications to author for correction. Provides assistance in the procedural aspects of the office, including distributing work to clerical personnel; explaining report requirements and arranging for submission of data into general reports; and informing and instructing technical and clerical personnel in the preparation of correspondence. Maintains office files of correspondence, directives, regulations, and other information. Arranges for travel, arranges visit schedules, notifies organizations and officials to be visited, makes reservations, and submits travel vouchers and reports. Utilizes word processing equipment to select information from source data or type, from plain copy or rough draft, a variety of material, including military and nonmilitary correspondence, reports, summary sheets and staff studies, and statistical and tabular material. Receives requests for information including specialized or classified material from military and civilian persons. Information is frequently provided from personal knowledge of organizational operations.

Employment Conditions

1. Technicians are paid through direct deposit/electronic funds transfer.
2. Males born after December 31, 1959, must be registered with the Selective Service Systems to be employed by the Federal Government.
3. Military Technicians are ineligible for enlistment, retention, and student loan repayment bonuses. Acceptance of a Technician position will terminate these incentives.
4. Military Technicians in the excepted service will wear the appropriate uniform while performing as a Technician.
5. Veteran's preference does not apply to National Guard Technician positions in accordance with Title 32 USC 709 (f)

Only the work Experience and Qualifications/Education you show on the OF612, Resume or SF 171 and SPFs can be used to evaluate your qualifications for this position. Carefully read and comply with instructions contained on the required forms.

HOW TO APPLY

1. Individuals who meet both the General and Specialized experience requirements may apply by submitting the following forms:
 - MIL Form 175 "Application for Technician Vacancy"
 - One of the following:
 - a) OF 612 "Application for Federal Employment"
 - b) Personal Resume, with original signature or
 - c) SF 171 "Personal Qualification Statement". Whatever form is used, please only list experience related to the position you are applying for. IT IS CRITICAL THAT YOU LIST DATES (MM/YY) OF YOUR EXPERIENCE.
 - MIL Form 174 "Chronological Listing of Military Service"
 - OF 306 "Declaration for Federal Employment"
 - SF 181 "Race and National Origin Identification" (this form is voluntary)
 - Response to Selective Placement Factors (SPFs). Response to the SPFs is critical to the evaluative process.
 - Crediting National Guard Experience: National Guard service may be credited as full-time experience when evaluated against the qualification requirements for a military technician position. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND DUTIES MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION. The level of experience will be determined by the actual duties and responsibilities performed.

(Please note: Complete and accurate data is essential to ensure fair evaluation of candidates. It is the applicant's responsibility to ensure the data is provided, accurate, and complete. Only the experience and qualifications you show on the OF 612, Resume, or SF 171 can be used to evaluate your qualifications for this position).

**To obtain forms online go to: http://mil.wa.gov/jobs/federal_job_ops.shtml

****Mail or Hand Deliver** forms to: HRO Attn: Staffing Section
Building 33, Camp Murray
Tacoma, WA 98430-5130

(Faxed and Scanned copies will not be excepted)

2. **INCOMPLETE APPLICATIONS or those received after the closing date WILL NOT BE CONSIDERED AND WILL BE RETURNED.**
3. College Transcripts MUST be submitted for professional positions or when substituting education for experience.
4. Applications will not be returned. Please make a copy of your application prior to submitting it to HRO.
5. **EQUAL OPPORTUNITY:** This position will be filled without regard to race, color, religion, age, gender, or any other non-merit factor consideration, selection, and placement of applications will be in accordance with Washington National Guard Placement & Merit Promotion Plan, WAARNG Regulation 690-4/WAANG Instruction 36-1010.

For additional information: HRO STAFFING SECTION
Phone (253) 512-8363
DSN 323-8363